

Rezone Submittal Requirements

Please use this information sheet as a checklist to assemble the materials required for your Rezone, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Partnership Center at (559) 621-8180. The following items must be submitted in order to process your application. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

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- ☐ **Completed Application Form**
 - ☐ **Environmental Assessment Form**
 - ☐ **Application Fees** (Rezone and Environmental Assessment)
 - ☐ **Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
 - ☐ **Legal Description for Proposed Rezone Boundary**
 - ☐ **Letter of Owner Authorization** (If Owner is not the Applicant)
 - ☐ **Operational Statement**
 - ☐ **Assessors Parcel Map** (*Three* copies; boundary outlined in red)
 - ☐ **Electronic Submittal ***
 - Submit a CD containing all of the above requested documents in PDF format

**voluntary, as of 6/16/08; mandatory, as of 8/01/08*

Operational Statement must include the following:

- ☐ Project Site Address
 - ☐ Assessor's Parcel Number (APN)
 - ☐ Acreage to be rezoned
 - ☐ General Plan land use designation
 - ☐ Existing use(s)
 - ☐ Existing and Proposed zone district
 - ☐ Identification of the Community plan
 - ☐ Identification of the Specific Plan (if applicable)
 - ☐ Identification of the Redevelopment Plan (if applicable)
 - ☐ Description of proposed zone change (i.e., future uses and buildings, etc.)
 - ☐ Description of efforts that have been made to discuss the proposal with neighbors
 - ☐ Description of how the proposal is complementary to the surrounding neighborhood
 - ☐ Description of how the proposal helps implement the 2025 Fresno General Plan
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If required by Staff, the following specific information shall be provided:

- ☐ Other: _____

I verify that I am submitting all of the required materials indicated, as appropriate to this project, on this checklist. I acknowledge that failure to submit all of these materials may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Signature
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Applicant's Phone #

Date

Applicant's E-mail Address